

DRAFT Claremont Parks & Recreation Minutes



Date: October 8, 2012

5:00 PM - Site tour of new Community Center
6:00 PM @ Goodwin Community Center

Board Members:	Toby Batchelder, Jeff Coburn, Jim Feleen, Ted Hopkins, Wayne McElreavy, John Napsey, Jodi Tenney, Carolyn Towle
Other Invitees:	Scott Hausler
Attendees:	Jeff Coburn, Scott Hausler, Wayne McElreavy, Jodi Tenney, Carolyn Towle
Excused:	Toby Batchelder, Jim Feleen, Ted Hopkins, John Napsey
Next Meeting:	Wednesday, November 07, 2012

CALL TO ORDER: Jeff Coburn called the meeting to order at 6:05 PM

REVIEW & APPROVAL OF MINUTES: Motion to approve the minutes as presented for the meeting of 9/10/12 was made by Wayne McElreavy, seconded by Carolyn Towle Vote: Unanimous Approved

OLD BUSINESS:

- Update on Barnes Park and the repairs to the stadium seating – Chuck Ferland & Alan Simino are scheduled to meet with people from Elks on 10/10/12 to discuss plan and see what skill level everyone has. Permit has been attained and work will be done over the winter under the supervision of Alan and Chuck.
- Fall/Winter Programs – Flyer highlighting upcoming programs is now available and will be distributed to the schools for distribution.
- Fall Festival Event – had about 170 runners which were about the same number as previous year. Wayne asked if Claremont Parks & Recreation had to pay traffic cops. The Claremont PD does this service voluntarily. About 21 people registered to have booth at Visitors Center but only 19 showed up.
- Scholarship Policy – Scott handed out a copy of the Policy and a sample of the Request Form. Please look over and let him know if you have any thoughts or suggestions.
- 24-Hour Softball Tournament – this was rained out on both scheduled dates.
- Membership pricing for new Center – Suggested pricing has been completed and City Manager is just waiting for the Council to complete the budget process before reviewing the Center's fee schedule for final approval. Jamie De Rosa has been assigned to organize opening events. If anybody is interested in helping please let Scott or Jamie know.

NEW BUSINESS:

- The project to refurbish the cannon located near Golden Cross has been put on hold. City would like to have a contract with the museum. Jane Taylor will be drafting up a contract to be signed by both parties. Wash St Mobile has volunteered to transport once both parties are ready.
- The drawings have been completed by Davis Frame for the Jason W. Hagerman Pavilion. Vic St.Pierre had done soil analysis. Scott believe the all of the supplied needed had been donated and that final plan needed to go before the Planning Board.
- The City of Claremont, Claremont Parks & Recreation have agreed upon the logo for the new

building. Scott will bring sample to next meeting to show the Board.

DIRECTORS REPORT:

- Fall soccer is off to a good start.
- Scott met with the officials to discuss the traffic in Monadnock Park. It was suggested to have traffic one way entering off Broad St and exiting onto Chestnut St with a designated drop-off area. Suggestions will be discussed at an upcoming monthly meeting.
- Men's drop-in basketball is struggling with low numbers.
- Flag football is going very well this year.

NON-AGENDA:

- CIP Plan went to last Council Meeting
- Scott is going to talk with Bill Flynn about ideas for redoing Broad St Park.
- There will be two meeting in November; Wednesday November 7th & Monday November 19th.

PARKING LOT:

- Strategic Planning
- Capital Improvement Project (CIP)
- Merging of the Boards

Motion to adjourn the meeting of 10/8/12 was made by Carolyn Towle, seconded by Wayne McElreavy. Vote: Unanimous Approved

Respectfully Submitted,
Jolene Tenney
Secretary



Claremont Parks and Recreation Department

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Scholarship Policy and Procedures Claremont Parks and Recreation Department

PURPOSE:

The Scholarship Policy is established to provide youth and families who are economically or circumstantially disadvantaged with an opportunity to participate in a variety of positive recreational activities.

FUNDING:

Funding is provided by private and public donations specifically identified for scholarships and by approved fees on registrations. All donations shall be deposited in the Scholarship Fund Account and noted for Scholarship purposes only.

QUALIFICATION CRITERIA:

The applicant shall complete a scholarship request form or be referred to the Department of Parks and Recreation by a partner organization. The level of need shall be indicated by recipient or partner to receive monies. Other organizations (with common goals) may establish a partnership with the Department of Parks and Recreation by contacting the Superintendent of Recreation Programs.

Scholarships are primarily for youth programs and activities; however, when adult participation is required as part of the activity, the adult's portion of the fee may also be covered by the scholarship guidelines. This includes, but is not limited to parent/child classes and family swim passes.

SCHOLARSHIP AWARDS:

Scholarships will be awarded based on indicated need with a rating of 1-4 (with 4 being the greatest need, 1 being least) for the cost of the class/activity and/or supplies. Scholarships are awarded for resident fee portion only.

In order to serve the greatest number of people, scholarships are limited to \$100 per person per fiscal year or \$200 per family per fiscal year (January 1 – December 31). The Parks and Recreation Director or Superintendent of Recreation Programs may approve funding for any special circumstances beyond approved guidelines.

Should the Scholarship Fund be exhausted, scholarship discounts may be awarded for classes and activities in which an additional participant(s) will not increase costs to the Department of Parks and Recreation. Class shall meet minimum enrollment before scholarship discounts can be accommodated.

PROCEDURES:

1. Applicant or Department of Parks and Recreation partner organization shall complete a Scholarship Request Form and submit it to the Claremont Parks and Recreation office at least 2 weeks prior to the registration deadline of the class/activity.
2. The Superintendent of Recreation Programs shall approve or deny the application, designate the scholarship percentage to be awarded and retain the application on file for future registrations during the current fiscal year.
3. The Superintendent of Recreation Programs shall contact the applicant and inform him/her of the Department's decision.
4. Upon receipt of the applicant's registration form and signed waiver, the Superintendent of Recreation Programs shall process the enrollment if the fee is to be funded 100% by the Scholarship Fund, otherwise enrollment will not occur until payment of the established fee is made by the applicant.
5. The Superintendent of Recreation Programs will designate the Scholarship Fund as the "payer" for all program registrations.
6. The Superintendent of Recreation Programs shall monitor the Scholarship Fund balance to verify awards do not exceed available funds or recipient allocations.



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Scholarship Request Form

*Note: To be eligible for scholarships, this form must be submitted to the Parks and Recreation office **at least 2 weeks** prior to the program start date. Scholarships are not applicable to programs/activities that have already started or that the child is already enrolled in.

Documentation will be required (Proof of Income or Circumstantial Documentation)

Activity/Program Name: _____

Participant's Name: _____

Date of Birth: ____ / ____ / _____

Phone: _____

(Please Note: The Parks and Recreation Department is not required to investigate a non-existing phone line. Please provide us with a working line so that your request can be processed in a timely fashion.)

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Number of People Living in Your Household: _____

Please Mark Your Annual Household Gross Income Bracket: (Includes wages, child support, welfare, alimony, & all other income.)

\$14,999 & Under: ____ \$15,000-\$34,999: ____ \$35,000-\$49,999: ____ \$50,000 and Over: ____

Please describe why your family would benefit from a scholarship:

Financial and/or circumstantial hardship (i.e. – free and reduced lunch participant, homeless, family hardships, etc.)

How Much Can You Pay Towards The Program/Activity If Any? _____

<u>For Office Use Only</u>	
Resident	_____
Non-resident	_____
% Approved	_____
Other	_____



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Scholarship Guidelines

As a recipient of The Claremont Parks and Recreation Scholarship Program, I agree to the following terms. I understand that non-compliance with the terms could result in forfeiture of future scholarship money.

1. I agree that my child(ren) will attend the program and I will notify the Claremont Parks and Recreation Department as well as the coach/supervisor of any absence. Each absence will be evaluated on a case by case basis.
2. I agree to inform the Claremont Parks and Recreation Department about changes to my circumstances and/or my financial standing.
3. I agree to inform the sponsoring party (Organization/Individual who allotted the monies for the child(ren) to participate) if my child(ren) opt out of the designated program/activity.

Signature of Parent/Guardian: _____

Date: _____

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